

# Route 66 Bridge Club

## 5-Apr-2021 Board Meeting #11

Start time: 3:25 pm

End time: 4:55 pm

Notes by Mary Heinking

### **Board Members Present**

President: Phil Wilner

Membership Liaison: Bob Hanson

Secretary/Treasurer: Mary Heinking

Publicity/New Members: Carol Gammell

Facility: Ron Crowell

**Guests Present:** Jack Lindley, Henry Robin and Ray Zekauskas (all part time)

### **Board Members Absent**

## 1.0 Roll Call/Approval of Meeting Minutes

All five Board members were in attendance.

The meeting minutes of 9-Mar-2020 (Board Meeting #10) were approved without additions, deletions, or changes. The action items were not reviewed in detail as most of them are now moot.

## 2.0 Facilities Update

### *Background*

At 5 am on Saturday morning, 20-Feb-2021, a representative from our landlord called Ron Crowell. Ron was informed that a water sprinkler pipe had burst. Ron called Phil Wilner. Ron arranged to have a restoration company onsite by noon. However, when Ron went by the club at 8 am, the landlord's restoration company was already there and working under the direction of Rick and Brian, the landlord's representatives. That same day, both Ron and Phil inspected the damage which did not appear to be significant; Phil took photos of the portion of the club that had water damage and emailed them out. Essentially, the damage was restricted to the NE portion of the club (north of the bathrooms), specifically ceiling tiles, water on the carpet, and some stored furniture. There was no damage to the bathrooms or kitchen. In parallel, Mary Heinking provided Phil and Ron with details as to the facility insurance (deductible of \$1000 with coverage of \$25,000 for facility improvements). When Phil went by to look at the situation, he left business cards with his contact details and verbally confirmed that the bathrooms and kitchen appeared to have no damage. Phil contacted Hartford (our insurance company) but was told that the Hartford adjustors were tied up with numerous claims from Texas (which had sustained major freezing and flood damage due to cold weather).

When Ron and Phil next went by the club it was to see that the restoration company had demolished not just the ceiling and flooring in the NE portion of the club but that they had removed the entirety of the bathrooms (newly renovated), all of the drywall up to 2' for the entire interior perimeter, and a portion of the kitchen. The removed materials are stacked in the middle of the floor of the main portion of the club. Our club is currently unusable.

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## *Current Status/Path Forward*

The Board thanked Jack Lindley for graciously agreeing to spearhead the repairs. Jack presented an update at the meeting. He generated an estimate for the repair of the ceiling tiles, replacement of carpet tiles in the NE portion of the club, and replacement of all of the perimeter drywall. The estimate for \$8225 was forwarded to Hartford.

However, it is clear that the restoration company went far beyond any scope that was required to fix the actual damage caused by the water leak. As the restoration company was under the direction of the landlord, the Board agreed that the landlord should be responsible for the cost of bringing the club back to its regular state (less the costs to fix the actual damage caused by the flood which will be mostly covered by insurance). In the interim, Phil Wilner directed Mary Heinking to stop payment of the rent while this is negotiated. Ron Crowell noted that the landlord believes that the flood is the fault of Route 66 since the heat had been turned off (the facility had not been occupied post 14-Mar-2021). However, Jack Lindley noted that the sprinkler system is located in the crawl space above the ceiling tiles and that it did not matter that the heat had been turned off as neither the pipes nor the area above the ceiling were insulated. Regardless, the restoration company's destruction of club facilities which were undamaged by the flood should not be the responsibility of Route 66. To date, Phil's calls to the restoration company have not been returned.

Action Item: Jack Lindley to generate an estimate for restoration of the bathrooms and kitchen and any other required work.

Action Item: Mary to stop automatic bank checks for the rent.

Post Meeting Note: \$8225 estimate approved by our insurance company less the \$1000 deductible. The revised estimate of \$8500 was submitted and approved. The insurance company is dealing with the bill from the restoration company (approx. \$21,000).

## 3.0 Reopening

Our tentative date to reopen is 1-Jul-2021. Timing is dependent upon completion of needed repairs to the club. Ray Zekauskas (chair of the Reopening Committee) presented his recommendations to the Board. The Board unanimously agreed:

- All players must be vaccinated
- Proof of vaccination must be presented before playing (one time; we will create a list)
- Face coverings will be optional
- Hand sanitizer will be available at every table; players will be asked to use after every round
- Players will be reminded to practice good hygiene (e.g. hand washing, cleaning up after themselves, etc.)
- Players may bring their own food and drinks; it will be up to each individual to decide whether or not to share or partake in same
- The club will undergo a thorough deep clean before reopening
- We will be maintaining our current twice weekly cleaning schedule

These requirements are consistent with what the majority of our players wanted based on feedback from the Reopening Questionnaire provided to club officers. At some point in the future, some of these restrictions may be lifted.

Action Item: Mary Heinking to generate draft email regarding our reopening plans for Phil's approval. Mary will then send out an email from Route 66 and post the same information on our website.

Action Item: Mary will develop first pass list of the work that needs to be done prior to reopening.

# Route 66 Bridge Club

## *Games/Easybridge!*

Prior to this meeting, Mary had a lengthy phone call with Fun and Games in OKC (our current partner in the Oklahoma Collective with whom we host 22 online games each week). Mary sent out detailed notes of that conversation to the Board on 3-Apr-2021. Their tentative reopening date is also 1-Jul-2021. However, it is likely that there will be “hybrid” model of both online and face to face games at least for the first few months after reopening e.g. with face to face games in the morning and online games in the afternoon. Mary confirmed that Route 66 would like to continue to participate as part of the Oklahoma Collective.

Mary also renewed our game sanctions with the ACBL. However, a schedule in terms of days, times, etc still has to be developed and game directors need to be confirmed.

At present, the Oklahoma Collective uses Common Game hands and it is thought that our members love having online hand records. This might be something we consider doing when we reopen. Henry Robin noted that the Unit has a replicator but that it would need to be cleaned if Route 66 is to use on a regular basis.

While we have had a handful of our 2020 Easybridgers! participate in the Oklahoma Collective Zoom EB lessons, most have not. The Board agreed to a tentative restart date of 11-Sep-2021 (the first Saturday after Labor Day) for Easybridge! There is a huge amount of work to do to get ready for this.

Post Meeting Note: Peggy Gaffke will not be continuing on as an Easybridge! teacher at her request. Phil Wilner will contact Peggy to get return of the Easybridge materials the club purchased and provided to her.

Henry Robin noted that the unit would be looking to hold a membership meeting at the club, probably in August.

## 4.0 Treasurer's Report

### *Summary*

Essentially, the club remains financially solvent due to our share of the Oklahoma Collective revenues combined with the generosity of our members and their continued donations.

At the meeting, Mary shared details as to monthly table count. Future financial viability will be a function of table count, just as it was prior to covid. Mary developed various scenarios in terms of cash flow and financial outlook and presented these to the Board. Essentially, we will need to sustain 200 tables per month to break even. We were easily above that number before we were shut down, even without Easybridge! But we don't know how many members will return to face to face bridge or how often they will play.

We still owe Phil Wilner \$10,000.

Before paying any bills associated with the flood repairs, we have \$40,581 in the bank (combination of savings and checking accounts).

See Attachment 1 for our Net Worth and Income Statements as of 4-Apr-2021.

# Route 66 Bridge Club

## *Oklahoma Collective*

We established a partnership with Fun and Games DBC in Oklahoma City for virtual club games. The concept proving game was held on 10-Apr-2020. We ramped up the number of games in April and May of 2020. We are currently running 22 games per week, with more during special points weeks. F&G directs 21 games per week; Route 66 directs 1 game per week. Route 66 handles all scheduling and table count analysis. Both clubs are satisfied with the current division of labor. We net about \$2 per person per game from our online games. Net income (after ACBL table fees, BBO fees, credit card processing fees, and director fees) is split proportionally based on table count (Route 66/F&G only). F&G is also hosting (2) I/N Zoom lessons each week with 30-40 participants. However, the Oklahoma Collective table count is currently in decline possibly as players are getting out and traveling.

## *Website*

There are currently 211 members in our database. Mary completed a name by name review of the database in 4Q2020 and the database was cleaned up. Once we exceed 250 members (which is expected in the fall once Easybridge! resumes), our web hosting cost will nearly double (from \$50 to \$90 per month). Mary has sent 67 emails to members in the past year. Over 60% of these emails are regularly opened; statistically this is a great metric relative to most non profit organizations/clubs. Mary updates the online calendar each month and has been answering all queries to our email address (we average about 1 per week). Mary also updates the home page of the website every 2 months or so.

## *Club Management*

After it was clear that the club would not quickly reopen, Mary removed all Easybridge! books, Bridgemates, cash, and confidential financial info from the club. Mary contacted Bridgemate USA and followed the recommended maintenance procedure. Mary has been updating our club info on the ACBL website which alerted members as to our physical closure and our participation in the Oklahoma Collective.

## *Financial Activities*

Since we last met in person, Mary set up a savings account to keep the bulk of our money outside the checking account. Mary handled the bank interface for the (3) fraudulent transactions which occurred in Nov/Dec of 2020. Mary now gets an email for every single bank transaction. Mary set up automatic bill payment for: rent/CAM, ATT, ONG, PSO, and insurance. Mary set up the club for automatic deposit and bill payment with the ACBL. Mary paid the annual bills for: 2021 director liability and facility insurance, 2021 website hosting. Mary prepared the 2020 year end financial statements (sent out to the Board) and sent the package to Phil's accountant for our tax return. Mary generated the info for the 2020 1099 statements; Phil's office handled generation of and mailing of the 1099s.

## **5.0 Board Member Rotation**

# Route 66 Bridge Club

Several members of the Board would like to rotate off at the end of the year. The thought is to have an overlap during a transition period. This means elections will need to be held in the fall.

It was also agreed that the size of the Board needs to be expanded, possibly to 9 members. Possible new roles to be carved out include: Webmaster, ACBL Interface, separation of Secretary/Treasurer into 2 roles, Education/Easybridge!, printing of prepaid tickets, board replication, director oversight, separation of Publicity/New Members into 2 roles, etc. but this is still TBD. Our bylaws will need to be revised for any expansion of the Board. After we reopen, Mary will send out an email requesting volunteers. The future viability of the club will depend upon getting more players to help with the work of the club.

## 9.0 Next Meeting

Phil will set up the next Board meeting in May once we know more details about the repairs to the facility.

## 10.0 List of Meeting Minute Attachments

Attachment 1: Net Worth and Income Statements as of 4-Apr-2021